

~~CONFIDENTIAL~~OIS 85-196  
24 April 1985

MEMORANDUM FOR: Director, Office of Management, Planning, and Services

FROM: 

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Agency Records Management Officer

SUBJECT: Unaccounted for Top Secret Collateral Documents

REFERENCE: D/OIS Memorandum to the DDI  
Subject: Control of Top Secret Collateral Documents,  
dated 5 July 1984

1. Last summer, the Director of OIS sent the referenced memo to the DDI notifying him of the Directorate's problem in locating about 6,600 Top Secret collateral documents. To assist the DDI and other Directorates in finding unaccounted for TS material, OIS hired four annuitants to conduct a file-by-file search of components who are charged with holding large numbers of these unlocated documents. This arrangement has relieved components of the need to commit scarce resources to this time-consuming search effort. Thus far, it has worked well and I am pleased to report that through the efforts of the annuitants and of component personnel the number of unaccounted for documents in the DI have been reduced to about 4,700.

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2. A problem arose recently with regard to the security clearances of our annuitants that could adversely affect our ability to conduct future searches. While looking for TS documents in a DI component, someone questioned whether our annuitant had a "Q" clearance since the files that he was searching had some RD material in them. Even though the annuitant was not reading documents and only copying down numbers registered on the outside of TS collateral material, some officers in the component felt that he should have a full "Q" clearance. Later, it was suggested that our annuitants should be given clearances for every type of compartmented material which they might encounter in DI component files, in some cases  or more specialized clearances.

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3. While not minimizing the need for controlling access to special compartmented material, I question whether our annuitants need to be given full clearances for all of the special programs in DI components. It would be costly to follow this procedure from an administrative standpoint and not practical given the limited number of clearances that are provided for some programs. We have discussed the matter with  Chief, Special Security Center, Office of Security, the officer who controls access to special compartmented programs, and he felt it was unnecessary to provide our annuitants with full clearances for all the specially classified material that

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a DI component might possess. Since the annuitants are only recording document numbers, [ ] suggested that they receive a briefing for "inadvertent exposure" to the compartmented material that they might see in a file. If this procedure were followed, they would be made aware of the type of material to which they might be exposed and sign an agreement that they would not read the material or disclose the codeword associated with it.

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4. I hope that the procedure suggested by [ ] will meet DI security needs. If so, it would greatly facilitate our search efforts for TS collateral documents in the Directorate and avoid having to involve more DI personnel in this activity. There are other alternatives to [ ] suggestion. For example, sensitive compartmented material could be removed from safes before they are searched or component personnel could themselves search the files containing this material. Either of these approaches would enable our annuitants to complete their search efforts. From the DI's standpoint, however, the removal of the material might not be practical and the use of DI officers for file searches would detract from other duties. We will await your decision on how you wish us to proceed.

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5. We would like to complete our search efforts in the DI for these unaccounted for documents during this fiscal year. We have already completed searches in several components and feel confident that we will be able to finish the others later this year. We hope to baseline the TS holdings of DI components, so in the future we will be able to focus on controlling current TS material held in the Directorate. Our efforts at improving the handling of these documents will be facilitated by a new on-line computer system that will become operational in August 1985. These older unaccounted for documents that we cannot find in the current search will no longer be charged to DI components, although OIS will continue to look for them in other parts of the Agency.

6. We need your assistance in this matter, so that our annuitants can carry out their search as quickly and painlessly as possible. I would be happy to meet with you or members of your staff to discuss the problem. I can be reached on [ ]

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Attachment

Reference Memo

DDA/OIS/IRMD, [ ] 23 April 1985

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Distribution:

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1 - D/OIS Subject

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